

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I. <u>Position Title:</u> Fleet Shop Supervisor	<u>Revision Date:</u> 02/18 <u>EEO Category:</u> Skilled Craft Worker <u>Status:</u> Non-Exempt <u>Control No.:</u> 30523
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II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Fleet Manager, directs the activities of all Fleet Mechanics, assists with diagnosis and problem solving for Fleet vehicles, and services and repairs Fleet vehicles and construction equipment belonging to the City.

III. Essential Duties:

- Oversees the general activity of all Fleet Technicians.
- Assists Fleet Manager in the training and evaluation of the Fleet Technicians.
- Provides assistance to Fleet Technicians in diagnosis, and proper repair and maintenance techniques.
- Repairs, overhauls, and performs tune-ups and all other types of repair on Fleet vehicles and construction equipment to include hydraulic, diesel, electrical systems, and metal fabrication.
- Regularly uses computer aided diagnostic equipment in the repair and maintenance process.
- Performs state vehicle inspections on all city vehicles.
- Ensures that all relevant records related to vehicle maintenance are properly recorded.

IV. Marginal Duties:

- Performs other duties as assigned.

V. Qualifications:

**Education:** Requires six months of training in gasoline or diesel engine mechanics.

**Experience:** Five years' experience in gasoline or diesel engine mechanics with demonstrated competence; may substitute any equivalent combination of education or experience.

**Certificates/Licenses:** May require Utah State Safety Inspection License (Light and Heavy) obtained within six months of hire; requires CDL with appropriate endorsements.

**Probationary Period:** A one year probationary period is a prerequisite to this position.

**Knowledge of:** Vehicle and construction equipment, engines and components, plus general maintenance; gasoline and diesel engine mechanics; tools used for the repair and building of such equipment.

**Responsibility for:** Great responsibility for the care, condition, and operation of vehicles, maintenance materials, equipment, tools, etc.

**Communication Skills:** Constant contact with immediate associates, supervisors and City employees.

**Tool, Machine, Equipment Operation:** Regular use of a computer, telephone, welder, drill presses, brake lathe, iron worker break, 50 ton press, scan/diagnostic tools, and various assortment of mechanical air tools; must have a wide variety of own hand tools and air tools.

**Analytical Ability:** Diagnose and repair a broad range of mechanical problems; operate all types of vehicles; establish and maintain effective working relationships with employees.

VI. Working Conditions:

*Physical Demands:* Employee will sit or stand for long periods of time. Constant seeing, talking and hearing are required for the performance of all job tasks; required to push, pull or lift up to 50 lbs.; frequent stooping, crouching and bending. Frequent contact with employees.

*Work Environment:* Job entails regular exposure to unpleasant and hazardous working conditions which includes exposure to noise and toxic chemicals including cleaning fluids, motor fuels, oils, etc.; required to respond to emergency 24-hour call out; frequent bending, stooping, kneeling and lifting up to 60 lbs. required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

